



REPLY TO
ATTENTION OF

TEXAS MILITARY FORCES
Joint Forces Headquarters
Adjutant General's Department
Post Office Box 5218
Austin, Texas 78763-5218
512-782-5001

NGTX-Z

5 December 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (JFTX P13-02) Appointment of Assessable Unit Managers – Army Manager's Internal Control Program (MICP)

1. This memorandum supersedes memorandum JFTX 12-01, same subject, dated 11 October 2011.

2. Under the provisions of AR 11-2, Management Control, dated 4 Jan 10 (RAR 26 Mar 12), the following individuals are hereby appointed duties as indicated for the Texas Army National Guard Internal Control Process, effective 6 November 2012.

Senior Responsible Official (SRO): COL Patrick Hamilton – Adjutant General's Chief of Staff, Joint Force Headquarters.

Manager's Internal Control Administrator (MICA): CW3 Melissa C. Harden - Executive Assistant to the Adjutant General's Chief of Staff.

Assessable Unit Managers (AUMs)

[REDACTED]

Assessable unit

[REDACTED]

SUBJECT: (JFTX I14-04) Appointment of Assessable Unit Managers – Army Manager’s Internal Control Program (MICP)

3. Purpose:

- a. To organize, plan, and execute the Texas Army National Guard Internal Control process in accordance with AR 11-2 and guidance from other applicable directives.
- b. IAW Army Regulation 11-2, ensure Internal Control Responsibilities are correctly identified on your individual support form. Under: “Major Performance Objective,” the following statements may be used:

For SRO: “Ensures compliance with paragraph 1-13, AR 11-2”


For AUM: “Ensures compliance with paragraph 1-14, Ar 11-2”

4. Responsibility of SRO: Overall responsibility for ensuring implementation of an effective MICP within the organization; designates MICA; oversees preparation of the Annual Statement of Assurance that accurately describes the status of controls in the organization and fully discloses any material weaknesses and plans for correction.

5. Responsibility of MICA: Identifies training requirements, conducts or arranges training, assists in preparation of 5-Year Plan, provides guidance in preparation of Annual Statement of Assurance, coordinates completion of evaluations, tracks material weaknesses, and keeps managers informed on internal control issues.

6. Responsibility of AUMs: Ensure their managers are trained and understand their internal control responsibilities, identify their MICP training requirements to the MICA, identify high risk areas within their directorate, develop internal controls to mitigate risk in those areas identified as high risk, develop and update the 5-Year Plan for their areas; ensure evaluations are conducted IAW their 5-Year Plan, identify material weaknesses, report material weaknesses upward through the chain of command, provide a copy of their MICP 5-Year Plan to the MICA annually or as changes occur to their plan, annually sign DA Form 11-2 stating they have reasonable assurance that controls are in place and working or that they don’t have reasonable assurance, and provide documentation or information supporting the material weakness.

7. Special Instructions: Individuals will serve as appointed until properly relieved by the issuance of appointment order of new individual. This memorandum supersedes all previous appointments for the material weakness.


JOHN F. NICHOLS
Major General, TXANG
Adjutant General

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1 – Each Individual

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